

DECLARATION OF EMERGENCY - PERSONNEL

1. Weather Reporting Service
Senior Meteorologist
AccuWeather
385 Science Park Road
State College, PA 16803

WeatherWorks
24/7 Weather Consulting

2. Weather reports are faxed/emailed by the Weather Service to the City Snow Control Center (Vultee) during weekdays, 24 hours per day. The report is then emailed to the following City offices.

- A. Director of Public Works
- B. Mayor's Office
- C. Emergency Management Coordinator
- D. Bureau of Parks
- E. City Garage

Weather reports are emailed to various PW staff by the weather service during Saturdays, Sundays and holidays. These reports are immediately relayed to the Director of Public Works and the City's Emergency Management Coordinator.

3. The Director of Public Works, in conjunction with the Streets Superintendent, Police Chief and the City's Emergency Management Coordinator, determines that a state of snow emergency or emergency exists and reports it to the Mayor.

4. CLASSIFICATION OF SNOW EMERGENCIES

- 1" to 6" - Minor Snow Events - storms of this magnitude handled by Public Works and Parks crews (regular plowing). A Snow Emergency would not be declared.
- 6" to 12" - CLASS 3 - Snow Emergency Plan is activated using two 12-hour shifts. A snow emergency may be declared. -Snow Emergency Routes, if cleared of cars, do not need snow removal efforts - most secondary streets can be plowed open - snow removal efforts are generally confined to two snow blower crews plus two loader crews using priority lists on Pages AA-83 and AA-84 - minimum equipment rentals would include 1 loader for pushing, 2 loaders for loading plus approximately up to 10 trucks - removal efforts around schools will be minimal.
- 12" to 18" - CLASS 2 - Snow Emergency Plan is activated using two 12-hour shifts

-some Snow Emergency Routes may need removal (especially Tilghman Street and 15th Street) - some narrow streets may require removal efforts with small crews - additional rental trucks (up to 25) may be required - small rental crews may be needed - removal efforts around schools will be stepped up (schools will probably be closed at least two days) - additional salt may be required

-- over 18" - CLASS 1 - Snow Emergency Plan may be activated prior to the storm - most Snow Emergency Routes will require removal - secondary and narrow streets will require 6-8 small removal crews - help from National Guard may be essential in this area - all-out effort will require minimum rental of 4-6 small crews, two large loaders for pushing, four medium loaders for loading, 30-40 trucks for hauling - removal efforts around schools will be maximum; however, will be delayed several days because school will probably be closed for 3-5 days - additional salt will be required - emergency funding will be essential - Purchasing Agent to be transported to Snow Control Center - National Guard might be contacted.

5. After an emergency has been declared, as per Ordinance, Article #527, the Director of Public Works shall notify the Manpower Coordinators who in turn will contact the people indicated on pages AA-9 through AA-10 of the Snow Emergency Plan.

MANPOWER COORDINATORS

Mark Shahda

Work (610) 437-7587 ext 2278

Dale Tretter - *alternate*

Work (610) 437-7638 ext 2277

The snow emergency shall be declared between the hours of 7:00 AM to 11:00 PM and shall go into effect **FOUR HOURS AFTER THE DECLARATION**.

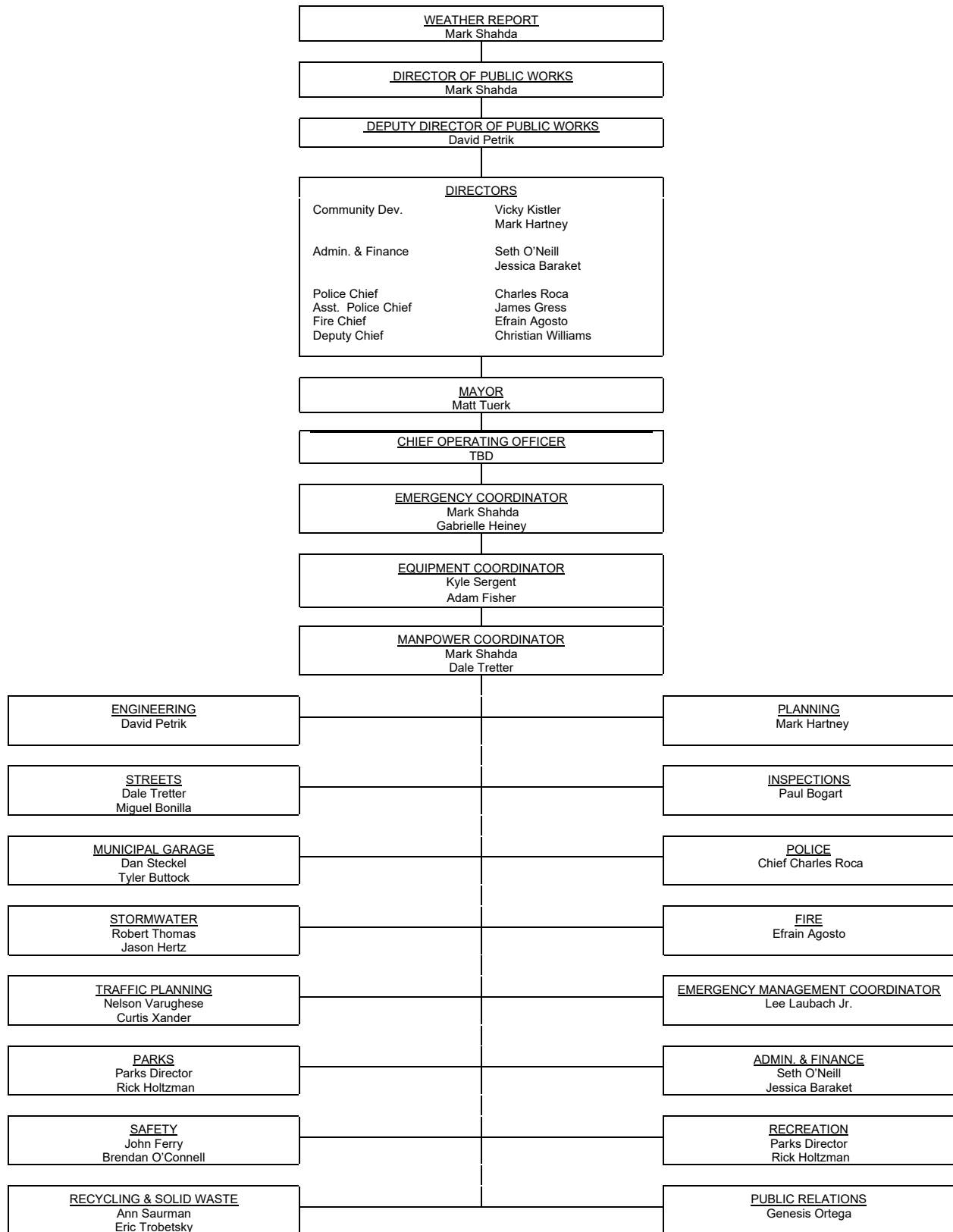
6. Call-In Procedure - Telephone calls announcing the emergency will progress in accordance with Snow Emergency Plan Alert Procedure diagram (See Page AA-8).
7. The Manpower Coordinator shall be responsible to contact all Bureau Managers and alert them of the emergency declaration and request their cooperation in call-in of their respective personnel listed on the "Personnel Reassignment Roster".
8. The Bureau Managers shall immediately proceed to implement their respective Bureau's snow emergency responsibilities as outlined in the Snow Emergency Plan and coordinate their efforts as required with the overall plan (See pages AA-49).

9. Outside agencies to be notified are as follows:

Allentown Parking Authority-
Oswaldo Tosado

603 W. Linden Street
Work (610) 841-8851

SNOW EMERGENCY PLAN ALERT PROCEDURE



SNOW EMERGENCY CENTER PERSONNEL & OVERVIEW

Bureau of Streets Building
1825 Grammes Road

The Snow Emergency Center will be placed in operation by the Bureau of Streets prior to the declaration of an emergency and will be operated by their personnel on a limited basis until the emergency operations are established. All snow-related operations during the emergency shall be directed through the Emergency Center.

When an emergency is declared, personnel will be assigned to the Snow Center using two methods of operation. The two methods and assignments are as follows:

METHOD I -- TWO 12-HOUR SHIFTS - WORK SCHEDULE:

EQUIPMENT COORDINATORS.....	Kyle Sergent	6:00 am - 8:00 pm
	Adam Fisher.....	6:00 pm - 8:00 am
MANPOWER COORDINATORS	Mark Shahda.....	6:00 am - 8:00 pm
	Dale Tretter	6:00 pm - 8:00 am
RENTAL EQUIPMENT MONITORS.....	Inspector 1	6:30 am - 7:00 pm
	Inspector 2	6:30 am - 7:00 pm
	Inspector 3	6:30 am - 7:00 pm
	SWEEP Officer	6:30 am – 7:00 pm
	Inspector 4 (Alt)....	6:30 am – 7:00 pm
	Employee	6:30 pm – 7:00 am
	Employee	6:30 pm – 7:00 am
	Employee (Alt)	6:30 pm – 7:00 am
SHUTTLE DRIVER FOR PERSONNEL.....	Compliance Auditor.....	5:00 am – 7:00 pm
FLAG PERSONS/REMOVAL.....	Fire Police	7:30 am – 7:30 pm
	Allentown Parking Authority	
POSTING	SWEEP Officer	7:00 am – 7:00 pm
	SWEEP Officer	7:00 am – 7:00 pm
	SWEEP Officer	7:00 am – 7:00 pm
EOC OPERATORS.....	Streets Office Manager (Streets) ..	7:00 am – 7:00 pm
	Streets Clerk	7:00 am – 7:00 pm
	(Assigned by Gabrielle Heiney)	7:00 am – 7:00 pm
	Streets Clerk	7:00 pm – 7:00 am
	Streets Clerk	7:00 pm – 7:00 am
	(Assigned by Gabrielle Heiney)	7:00 pm – 7:00 am
	(Assigned by Gabrielle Heiney)	3:00 pm – 11:00 pm
	Alternate, Assigned by Health.....	3:00 pm – 11:30 pm
PUBLICITY.....	Genesis Ortega	8:00 am - 5:00 pm

RISK & SAFETY MANAGER	John Ferry.....	8:00 am - 5:00 pm
POLICE OFFICERS	Patrol Captain	7:00 am - 7:00 pm
	Traffic Sergeant	7:00 pm - 7:00 am
PURCHASING AGENT	Sarrah McNeil	8:00 am - 5:00 pm

The Snow Emergency Center is equipped with telephones, radios and other equipment necessary for providing control of the total Snow Emergency Operation. The public will have direct contact with the Center by dialing the number 610-437-SNOW (610-437-7669) and will be intercepted by one of three telephone operators, each responsible for a telephone line.

All communications shall be documented on a complaint card (See Page AA-55) which indicates the complaint, date, name, address and telephone number of the complainant. These cards will be catalogued and dispersed by the Shift Supervisor.

The Center is equipped with three remote radios, one for each of Streets, Parks and Inspections frequency. The radios are located so the operators have direct contact with the telephone operators.

An intercommunications system between the radio room and the conference room is operational along with a public address system covering the entire Snow Emergency Center. Also, a dial telephone hotline is provided in the conference room for direct connection with the Communications Center.

The Bureau of Police shall assign an officer with a portable radio to the Center to provide immediate communication with police personnel in the field.